



LICENSE APPLICATION

Please provide information for each of the following questions by listing company names, addresses, telephone numbers and contact persons. Failure to do so will result in a delay in processing this application. References must reflect those of Applicant.

Applicant: _____
(Name of company, corporation, organization or individual)

Contact Person(s): _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____

Is Applicant a non-profit corporation? ☐ Yes ☐ No

If the Applicant is a corporation, please list the names, titles and addresses of the officers:

Name and Title of person
who will sign contract: _____ Phone: _____

FULL DESCRIPTION AND NAME OF SHOW OR FUNCTION: _____

BANK REFERENCE (Account must be in the same name as Applicant shown above)

Bank: _____ Contact: _____

Address: _____ City/State/Zip: _____

Phone: _____ Checking Account # _____

FACILITY REFERENCE (List theaters, auditoriums, arenas, hotels and/or exhibit halls previously leased by Applicant shown above. If this is your first time leasing a facility, write "N/A".)

Facility: _____ Contact: _____

Address: _____ City/State/Zip: _____

Phone: _____ Date(s) of Event: _____

Name of Event: _____

Facility: _____ Contact: _____

Address: _____ City/State/Zip: _____

Phone: _____ Date(s) of Event: _____

Name of Event: _____

Facility: _____ Contact: _____

Address: _____ City/State/Zip: _____

Phone: _____ Date(s) of Event: _____

Name of Event: _____

Facility: _____
Address: _____
Phone: _____
Name of Event: _____

Contact: _____
City/State/Zip: _____
Date(s) of Event: _____

BUSINESS REFERENCES *(List companies with which Applicant has done business. If you wrote "N/A" for Facility References, please list four (4) business references.)*

Company: _____
Address: _____
Phone: _____

Contact: _____
City/State/Zip: _____

Company: _____
Address: _____
Phone: _____

Contact: _____
City/State/Zip: _____

Company: _____
Address: _____
Phone: _____

Contact: _____
City/State/Zip: _____

This application will **NOT** be processed/approved if information is incomplete or inaccurate. No dates can be held or contracted without an Approved License Application.

This is not a legal contract and is not binding on either the Applicant or the City. **DO NOT** make any advance arrangement regarding facility usage or promotion until a contract has been fully executed with the City of Houston Convention & Entertainment Facilities Department. An approved application will be kept on file and is acceptable for rental of all Convention & Entertainment Facilities.

I hereby confirm that the above information is true and correct to the best of my knowledge.

Signature of Applicant
(Person who will sign contract)

Date

Please return this application to:

**George R. Brown Convention Center
1001 Avenida de las Americas
Houston, TX 77010
(713) 853-8090 (fax)**

For Office Use Only

A = _____ x 5 = _____
B = _____ x 3 = _____
C = _____ x 5 = _____
D = _____ x 3 = _____
E = _____ x 3 = _____

Total _____ **Contract Deposit** _____